

JOB OPPORTUNITY

October 18 - November 1, 2006
Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for

Associate Court Officer

for the

GREENFIELD DISTRICT COURT ONLY

All Applications must be received by: Postmarked no later than November 1, 2006 at 5:00 p.m. No faxed applications will be accepted.

POSITION SUMMARY:

Protects and safeguards Trial Court buildings, grounds, staff and courthouse visitors.

MAJOR DUTIES:

Screens persons who wish to enter court buildings for weapons and other items which are potentially harmful to others; operates metal detectors and x-ray machines to perform the screening functions.

Patrols an assigned area and makes periodic rounds and security checks of buildings and grounds.

Prepares reports on the occurrence of fires, disturbances and accidents.

Takes steps to effectively control emergency situations by summoning assistance, directing traffic and participating in searches.

Performs related duties as required.

SUPERVISION RECEIVED:

Receives immediate supervision. Moderate judgement is required.

POSITION REQUIREMENTS:

High school diploma or the equivalent.

Prior experience as a security guard preferred.

Knowledge of the methods and procedures followed in the security of buildings and property.

Ability to exercise discretion in handling confidential information.

Ability to communicate effectively.

Ability to work professionally with judges, court officials, employees, and the public.

SALARY RANGE: \$ 27,658.37 to \$ 37,293.41

Completed applications should be forwarded to:

**Director of Security
Administrative Office of the Trial Court
Two Center Plaza - 9th Floor
Boston, MA 02108
ATTN: Associate Court Officer position**

Applications for Employment are available at all court locations and at the Administrative Office or downloaded from www.mass.gov/courts/jobs.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER